

Session 1

Prioritizing Your Goals

"Opportunities don't happen, you create them." - Chris Grosser

It's time to finally get rid of all those negative thoughts and move forward. If you're unsure how to do that, then let's start with the word **PROPEL**. To propel is to drive, push, or move in a particular direction, typically forward. This can relate to multiple areas in your life.

EXERCISE

Grab any piece of paper and write out a list of all the things you want to accomplish. Don't worry about when you want to accomplish these things, just aimlessly make a list. Don't think too much about it. Take about 15-20 minutes to do this.

Examples:

1. Go to college
2. Start a business
3. Take a yearly vacation
4. Design clothes
5. Take a photography class
6. Become more organized
7. Start Yoga
8. Exercise daily
9. Make more money
10. Have kids
11. Get married

When done, sit back and look at that list. Is it much longer than you expected? Are you looking at it and thinking "Wow, how in the world am I going to accomplish these?" Are you wondering where to start? Are you now feeling a little bit overwhelmed? Well, don't. Because when you get out of your own way and push forward, you'll move in the direction you'll want to go.

Moving forward is not as hard as people think it is. It's carving out a path and following that path. It's knowing where you've BEEN, where you ARE now, and where you want to BE. You already know where you've BEEN (your past is your past), so we don't need to cover that part. It's where you ARE now and where you want to BE that tends to be more overwhelming. And not knowing exactly what steps to take to get from point A (where you are now) to point B (where you want to be) is what stops people on their path. Don't let that be you!

Before you do anything with that list you just created (where you want to BE), let's now think about where you ARE.

Motivate Yourself Now (self-motivation course)

EXERCISE

Grab another piece of paper and write down what you're currently doing in your life. Include everything from personal to professional. Again, don't worry about the order of anything, just write until you can't think of anything else. Take another 15-20 minutes to do this.

Examples:

1. Going to college
2. Trying to start a business
3. Taking care of 2 kids
4. Working 2 jobs
5. Scrapbooking once a month
6. Exercising once a week

Now look at the two lists. Which one is longer? More than likely, it will be the first one (where you want to BE), but not always. Maybe you're doing so much right now, that you don't have time to fit anything else in (so you think). Maybe you're not doing much at all because your brain is so focused on what you want to do, that you're overwhelmed and can't seem to start anything. Whatever your situation, you will get through it.

EXERCISE

Now let's take the list of things you're currently doing, and use [WORKSHEET 1](#) to learn powerful techniques to help you focus on high impact, easy to do tasks, so you will procrastinate less and achieve more. This exercise will show you where you're currently spending most of your time, how to prioritize your time, and what you need to change to be able to use your time wisely and be more productive.

EXERCISE

If you need a little extra organization, use [WORKSHEET 2](#) to identify tasks that are quick wins (low effort, high impact tasks) and hard slogs (high effort, low impact tasks). Then divide up your own task list and start boosting your productivity!

Happy Prioritizing!

Elizabeth Debol

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